

2005 OPERATING BUDGET INFORMATION TECHNOLOGY PLAN

Instructions

IT Plan – Purpose

In an effort to streamline processes for agencies regarding IT initiatives, the IT plan serves two roles. First, it serves as an informational tool during the budget process for the Data Center and the Commissioners' Office. Second, the project plans within the IT plan will serve as the project plans needed in 2005 for Data Center or Data Board approval. This collaboration allows the Data Center to support county information technology initiatives and respond to specific service requirements in a timely manner. The project plans may be updated in 2005 if the scope or details of a project change; however, the majority of the information for each project will have been completed as part of the budget process.

IT Plan – Content

The IT Plan, which will serve as a planning tool for office automation and information technology, will have a 2-year focus, 2005 to 2006. The IT Plan offers each agency/board/court the opportunity to identify and communicate intended office automation/IT activities and associated resource requirements. All baseline expenses (expenses necessary to continue your current level of services in the next fiscal year) and new initiatives in the following IT categories require an IT project plan:

1. Network copiers, network fax machines
2. All network equipment and items to support wireless, video conferencing and network communications.
3. New desktop PC's, printers, scanners, hand held devices
4. Replacement desktop PC's, printers, scanners, hand held devices
5. New servers, maintenance costs
6. Replacement servers, maintenance costs
7. Software support costs such as maintenance
8. Replacement software along with maintenance costs
9. Annual software / hardware maintenance costs
10. Annual MSELA seat counts and related costs
11. Laptops, scanners, imaging devices, plotters
12. Digital cameras
13. Business continuity needs

Some items that do not require project plans include: voice mail, telephones, non-networked copiers & faxes, printer cables, diskettes and toner cartridges.

IT Plan – Preparation

A 2-part IT Plan should be completed for each county agency/board/court. Within these plans, diverse functional/organizational relationships should be addressed. The IT Plan

is designed to clearly identify the IT resources and initiatives necessary to achieve the agency's objectives.

Since technology is always evolving, the plan should refer to specific technologies available at the time the plan is submitted, with the understanding that changes can be made if necessary to reflect updates and improvements. Please use the 2004 IT Plan as a reference. If you have questions or concerns, do not hesitate to request assistance from your Data Center Business Account Representative (BAR) and your Office of Management and Budget analyst.

IT PLAN – PART 1

Please provide the following two sections of Part 1 in Microsoft Word format. Each page should display the page number and the date the document was completed (see Attachment B). Blank forms in Word format will be emailed to your agency's IT contact by the Data Center. You may contact your Data Center Business Account Representative if you do not receive them or if you have any questions regarding the IT Plan process.

Section 1. Current IT Infrastructure

a) What IT resources are required to support your office's strategic business plan, goals, and performance measures (e.g. business applications such as Microsoft Word, printers, servers, network equipment, etc.)? Are your IT resources within your agency, provided by the Data Center or require outside resources? How are your current IT resources deployed, and how do they relate to the needs of your users? What changes are planned for 2005 and 2006?

b) If your agency operates its own network independent of the Franklin County Data Network, please include a diagram showing your office's current IT infrastructure, including internal (within the office) and external (outside the office) linkages, such as to the Franklin County Data Network (FCDN), state, federal, local, private industry, and commercial information services. If there are plans to significantly change the infrastructure during the two-year planning period, please supply a diagram with the proposed changes, and include with Section 2 (Technology Initiatives).

Section 2. Technology Initiatives

Please describe your current technology initiatives, and your visions for technology use for 2005 and beyond. Some examples of initiatives and vision may include workflow automation, wireless technology, business continuity needs, business process automation, E-government opportunities, Geographic Information Systems, Global Positioning Systems, software/equipment updates, imaging, etc...

IT PLAN – PART 2 (IT Project Plans)

Please provide the first section of Part 2 in Microsoft Word and the second section of Part 2 in BRASS.

Section 1. 2005 IT Project Plans (Word template)

Project Plans are required for all IT and Office Automation items, both baseline and new initiatives, that require funding in 2005 and 2006. Examples of IT/Office Automation Project Plans include network copiers and faxes; network equipment and items to support wireless, video conferencing and network communications; new desktop PC's, printers, scanners and hand held devices; replacement desktop PC's, printers, scanners and hand held devices; new servers and maintenance costs; replacement servers and maintenance costs; software support costs, such as maintenance; replacement software along with maintenance costs; annual software/hardware maintenance costs; annual Microsoft Enterprise Seat License Agreement (MSELA) seat counts and related costs, including true ups; laptops, scanners, imaging devices, plotters, digital cameras and business continuity needs.

Please note that every agency should, at the very least, submit a Project Plan for the Microsoft Enterprise License Agreement. Refer to detailed instructions and example that follow.

All Project Plans shall comply with the Project Plan template provided (see Attachment C) and follow the description of the fields, as well as the budget detail.

If an IT Project Plan is related to the baseline budget, make sure the "Project Name" starts with "2005 Baseline Request".

Hardware specifications and budget cost allowances have been provided (see Attachment D). The Data Center recommends replacing PC's that have been in use for 5 years, unless there is sufficient justification that new applications have been deployed requiring additional Desktop speeds sooner.

Section 2. Budget Detail (Brass budget form)

Each Project Plan will need to have detailed financial information entered into BRASS. There are three distinct steps to this process.

1. If an IT Project Plan is related to the baseline budget ("Project Name" starts with "2005 Baseline Request"), verify the associated costs have been included on the Baseline budget form.

2. Enter a separate BRASS IT Request budget form for each “new initiative” project plan that was developed in the IT Plan. The name assigned to the BRASS IT Request form should exactly match the “Project Name” on the IT Project Plan.
3. The justification tab of the BRASS IT decision package only needs to contain the “Project Justification” and “Project Impact” from the IT Project Plan.

Please contact your Data Center Business Account Representative for further assistance or to answer any questions you may have in preparing your IT Plan. If you need assistance with entering information in BRASS, please contact your Office of Management and Budget analyst.

Project Plan for Microsoft Enterprise License Agreement (MSELA)

Franklin County entered into a new three year Enterprise License Agreement with Microsoft, Inc., in December of 2002, through Software House International, which covers licenses for MS Office®, Windows®, MS Press Electronic Books (Tutorials), and BackOffice® client access licenses. This current agreement will expire in November of 2005.

During this year's budget process, agencies are requested to report the total expected number of seats as of November 30, 2004 and calculate the number of second year true-up seats (new seat licenses). "Seats" are the number of desktop systems on the County network that use the Microsoft operating systems, client access licenses and Microsoft Office products. Laptops that are not used as an employee's daily PC and PCs that are used as servers are NOT included in seat counts. To facilitate obtaining this information each agency will be provided a Project Plan for their stated programs, to be used in reporting this information and calculating the true-up seats. Please see the attached example of a MSELA IT Plan (attachment A).

The Data Center will be emailing the individualized MSELA IT Plans to your agency's IT contact. You may contact your Data Center Business Account Representative if you do not receive them or if you have any questions.

Agencies are required to submit the MSELA IT PLAN and input information from this plan into BRASS.

Section 1. Instructions for completing the MSELA IT Project Plan (Word template) are as follows:

- The Project Plan provided by the Data Center will contain information in the Business Need section and the Justification section. The table within the Business Need section contains five distinct lines. You will need to supply the estimated total number of seats you expect to have as of November 30, 2004 (line 1) and calculate the number of additional seats (true-up seats) included in your estimated total seats (line 3 = line 1 – line 2). The number of seats reported to date (line 2), the number of true-ups reported in 2003 (line 4) and the number of baseline seats (line 5) will be provided by the Data Center.
- The Instructions/Comments will be used to provide information to input into BRASS or for informational purposes.

NOTE: The information provided by the Data Center on these Project Plans was provided by your agency during the 2004 budget process. If you identify discrepancies, please contact your Data Center Business Account Representative for corrective action.

After completing the IT Project plan for the MSELA you will be able to use the information for input to BRASS.

Section 2. Instructions listed below will assist you in entering the MSEL A information into BRASS (BRASS budget form) from the IT Plan.

- The budget detail for 2005 should be entered into BRASS on a Baseline MSEL A Request form as follows:
 - Select object code 522102 Software Licensure
 - Click on the detail box that appears
 - To budget for 2005 Base Seats:
 - Item – Select MS Seat License General Fund or MS Seat License Non-General Fund, depending on your funding source
 - Quantity – Enter line 5 from your MSEL A Project Plan
 - Unit cost will automatically appear as \$0 for General Fund (expense is budgeted in the Data Center’s budget) and as \$163 per seat for Non-General Fund programs (3rd year Base seats). The actual cost for Non-General Fund programs is \$162.85 per seat and will calculate accordingly.
 - To budget for 2004 True-ups:
 - Item – Select MS License True-Up General Fund or MS License True-Up Non General Fund, depending on your funding source
 - Quantity – Enter line 3 from your MSEL A Project Plan
 - Unit cost will automatically appear as \$0 for General Fund (expense is budgeted in the Data Center’s budget) and as \$609.00 per seat for Non-General Fund programs (2nd year True-ups)

Example MSELA IT Plan

Agency: Auditor**Date Submitted:** 7/16/04**Agency/Org:** Auditor/R E Assessment - Public Info**Org No:** 13210100**Project Plan Priority:** 1**Date Required:** 01/01/05**Project Name:** 2005 Microsoft Enterprise Agreement**Start Date:** December 1, 2004**BRASS Budget form serial #:** 18 - Auditor MSELA**Completion Date:** November 30, 2005**Business Need:** Microsoft Enterprise Licensing Agreement

	Seat Classification	Seat Count	Instructions / Comments
1	Estimated Seats Nov. 30, 2004	130	This number provided by agency
2	Minus Total Seats Reported to date	123	Obtained from 2004 Budget
3	2 nd Year True-up Seats	7	Difference of line 2 from line 1. Enter this figure in BRASS for True-up seats
4	Number of True-ups reported in 2003	8	Informational purposes only
5	Number of Base Seats	115	Enter this figure into BRASS as Base Seats

Explanation by Line Number:

1. ***Should the agency expect a total seat count of 130 at November 30, 2004, that number should be entered as an estimated number of seats on the IT Plan.***
2. ***This Figure has been provided by the Data Center and has been calculated by adding the original number of base seats (115) and the number of true-up seats as reported during the 2004 budget process (8) to total 123.***
3. ***Subtract the total seats reported (line 2) from your estimated seats as of November 30, 2004 (line 1) with the difference being your second-year true-up seats (line 3).***
4. ***This number will be provided to you and has been calculated by using the original number of base seats as reported by the agency when the new MSELA contract was signed.***
5. ***Base seats are those seats licenses purchased during the original agreement.***

NOTE: You should have a completed form for each org in your agency's 2005 budget.**Project Scope of Work:**

N/A

Project Justification:

The purpose is to comply with the enterprise license agreement with Microsoft Inc. for license access.

Adverse Impact:

N/A

Project Expected Timelines:

N/A

Sources of Funding:

N/A

IT Plan - Part 1

Agency: _____

Section 1. Current IT Infrastructure

Section 2. Describe Technology Initiatives (e.g., workflow automation, wireless technology, business continuity needs, business process automation, E-government opportunities, Geographic Information Systems, Global Positioning Systems, software/equipment updates, imaging, etc...)

2005 IT Project Plan

(Project plans must be completed for all IT projects/initiatives)

Agency: Project Plan Priority: <i>Budget priority</i> Project Name: <i>Description of Project must exactly match name entered into BRASS</i> Brass Budget form serial #:	Planned Start Date: Required Completion Date: Start Date: <i>N/A</i> Completion Date: <i>N/A</i>
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Business Need: *A brief project summary of the business driver, problem, or new initiative.*

Project Scope of Work: *An outline of the technical steps to be taken to complete the project. Include the business continuity planning of the project. Provide **costs** for each step (e.g. new server, operating software, hardware maintenance). Total project cost will be placed in the Sources of Funding section below.*

Project Justification: *The reason the project is required, what benefits the agency will receive, and how the project will impact business performance.*

Adverse Impact: *The effect on the agency's business process if the project is not completed.*

Project Expected Timelines: *The anticipated time frame for the project to start (e.g. month, quarter, etc.).*

Sources of Funding: *Funding for 2005, and the projected costs for 2006.*

<u>Agency</u>	Funding Source	2005 Amount	2006 Projected Amount
	General Fund		
	Reimbursements		
	Federal Funds		
	Special Funds		
	Grant Funds		
	Other Funds		
	Net Project Budget		

Strategic Goal or Performance Indicator that the Project Supports: *The strategic goal or performance indicator the project will support, from the agency's Strategic Business Plan.*

Project Measurements and Metrics: *The method that will be used to measure the success of the project. Include information about measurement criteria and measurement tools, if any.*

2005 IT Hardware Specifications (Franklin County Data Center Recommendations)

1.0 PC Desktop Standards

The standard PC Desktop configuration listed below will meet the needs of the average user with room to expand as new software applications are released. It features network connectivity, with the speed and storage capacity to handle a wide range of applications, including Internet, multi-media and Office Suite software. Desktop configurations must be consistent with market standards and logistically supportable in the local community. Dell is the preferred make for Data Center supported desktops. The preferred product lines are based on reliability, performance and serviceability. Please note that adding items such as CDRW drives and LCD monitors will increase the established price on most configurations.

Standard PC Desktop (Mini-Tower)

2.8GHz Pentium 4 processor
512MB RAM
40GB hard drive
48X CD-ROM
3.5 inch, 1.44MB Floppy Drive
10/100/1000 Gigabit Ethernet Network Card, Integrated
Windows 2000, Service Pack 4
64MB Video Card
Speakers
Keyboard
USB Optical Mouse with scroll
17" High Resolution Color Monitor
3 Years On-site Manufacturer's Warranty

Price: \$1,000

Space-Saving PC Desktop (Slimline)

2.8GHz Pentium 4 processor
512MB RAM
40GB hard drive
48X CD-ROM (modular)
3.5 inch, 1.44MB Floppy Drive (modular)
10/100/1000 Gigabit Ethernet Network Card, Integrated
Windows 2000, Service Pack 4
64MB Video Card
Keyboard
USB Optical Mouse with scroll
17" LCD High Resolution Color Monitor, Metal Stand
3 Years On-site Manufacturer's Warranty
Integrated Chassis/Monitor for smallest possible space consumption

Price: \$1,600

Enhanced PC Desktop

2.8GHz Pentium 4 processor
1GB RAM
80GB hard drive
48X CD-RW/DVD
3.5 inch, 1.44MB Floppy Drive
10/100/1000 Gigabit Ethernet Network Card, Integrated
Windows 2000, Service Pack 4
64MB Video Card
Speakers
Keyboard
USB Optical Mouse with scroll
17" LCD Monitor
3 Years On-site Manufacturer's Warranty

Price: \$1,700

2.0 Laptop/Notebook Standards

The recommended laptop configuration for 2005 has the power of a desktop PC workstation in a highly portable package. Full network connectivity and docking station capability allows users the option of totally replacing their desktop system. A monitor, keyboard, mouse and power supply can be attached to the docking station allowing the user to "snap" the laptop into position for instant desktop use. It detaches just as quickly for use at home or on the road. Dell is the preferred make for Data Center supported laptops. The preferred product lines are based on reliability, performance and serviceability.

Standard Notebook

1.4GHz Pentium 4 Mobile processor (Equivalent to 2.4GHz Desktop)
512MB RAM
30GB hard drive
24X CD-ROM (modular)
3.5 inch Floppy Drive (modular)
Internal 56k Modem
Internal 10/100/1000 Ethernet Network Card
Windows 2000 Service Pack 4
3 Years On-site Manufacturer's Warranty
Carrying case

Price: \$1,800

Laptop as Desktop replacement (with the following features)

Standard Notebook (above), plus:
Docking station/multifunction adapter
Keyboard
USB Optical Mouse
17" High Resolution Color Monitor

Price: \$2,200

3.0 Printer, Plotter and Scanner Standards

Hewlett-Packard is the preferred make for printers, plotters and scanners for Data Center supported systems. The preferred product lines are based on reliability, performance and serviceability.

Printers

Personal Printer (Printer directly connected to your Desktop PC)

- HP Color DeskJet model **Price: \$325**
- HP LaserJet models **Price: \$1,000**

Workgroup Printer (Printer directly connected to workgroup members (5 to 10) Desktop PC or to the Franklin County Data Network)

- HP LaserJet model **Price: \$1,500**

Departmental Printer (Printer used for high volume printing by all members of a department or multiple departments connected directly to the Franklin County Data Network)

- HP LaserJet model **Price: \$1,800**

Plotter Configurations

- HP model **Price: \$2,000**

Scanners

Personal Scanner

- Visioneer Strobe Pro **Price: \$200**

Flatbed Scanner

- HP ScanJet model **Price: \$400**

4.0 Palm Pilots

- Dell Axim X3 **Price: \$400**